

**HUMAN RESOURCE ENTERPRISE
CUSTOMER COUNCIL MEETING
Grimes South Conference Room
November 5, 2003 at 1:30 p.m.**

Agenda Item	Notes
Members Present:	Nancy Richardson, Chair-Transportation, John Craig, Vice-Chair-AFSCME, Bev Schmeling-Public Safety, Ron Pothast-Civil Rights, Bill Snyder-Judicial, Cindy Morton-Revenue, Bill Gardam-Human Services, Karen Sinclair-Treasurer, and Roger Stirler-Education
Member Absent:	Penny Westfall-Law Enforcement Academy, Dean Lerner-Inspections and Appeals, and Lance Noe-Drake
Other Attendees:	Nancy Berggren-DAS-HRE, Ed Holland-DAS-HRE, Denise Sturm-DAS-Adm; Dave Werning , Inspections and Appeals.
Opening Remarks:	<ol style="list-style-type: none"> 1. Chairperson Nancy Richardson called the meeting to order. 2. Bill Snyder, made the motion to approve the minutes from the October 22, 2003 meeting and Cindy Morton 2nd the motion. 3. The motion carried and the minutes were approved.
Updates:	Nancy Richardson indicated that she had met with the Chairs of the ITE and GSE customer council. Mollie Anderson also joined that conversation. Nancy also indicated that she met with Patti Allen and representatives of the other customer councils to discuss communication with agencies about rates. Patti Allen will be developing communication materials that can be used in working with the customers.
DAS FY05 Budget:	<ol style="list-style-type: none"> 1. Denise Sturm handed out and discussed the following information: <ul style="list-style-type: none"> • DAS-HRE FY05 Projected Expenses by Line of Service • DAS-HRE FY05 Allocation of Expenses to Resources • DAS-HRE FY05 Expenses HRE Units • DAS-HRE FY05 Summary of Indirect Costs • DAS-HRE Reconciliation of 8/26 budget to 10/22 budget • 2. Denise Sturm indicated that she met with Steve Lindner regarding the Federal Cost Recovery rates. Our anticipated method of changing with fees based on a head count should be satisfactory.
Discussion of the Allocation Method:	<ol style="list-style-type: none"> 2. Ed Holland handed out and discussed the following information: <ul style="list-style-type: none"> • Agency Rates-Based on Headcount Only, Headcount by Program Area, and 50/50, 75/25, 85/15, 95/05 Split Between Headcount and Utilization <ul style="list-style-type: none"> • Cindy Morton advised to be sure and separate Lottery from Revenue & Finance for rate calculations • Agency Rates-Based on Headcount Only-Indirect General Administration Costs not separated 3. After discussion, John Craig made the motion to base HRE rates for FY 05 as follows: <ul style="list-style-type: none"> • There would be a certain number of service packages (specifics to be discussed later.) • Each would contain services that were basic and the fee would be based on the number of permanent filled positions in the organization • Services that were in addition to the basic would be changed outside the basic fee. 4. Cindy Morton 2nd the motion and the motion carried. 5. The council next discussed what the basis for the FTE count should be. Bill Synder suggested that the rate be based on a 4 quarter average, with billing based on the number of employees at the beginning of the preceding quarter. 6. Cindy Morton made the motion that the Council adopt Bill's suggestion. 7. Bill Snyder seconded the motion. Discussion followed.

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	<p>8. Bill Gardam proposed to set the rate based on permanent filled positions in a 5 quarter average.</p> <p>9. Cindy Morton revised the previous motion to say, rates should be based on a point in time average for the number of filled positions for the last 5 quarters. John Craig 2nd the motion. The motion carried.</p> <p>10. The council next discussed the frequency of the billing. The council acknowledged that this issue was outside their scope of work. Nancy Berggren indicated that DAS would welcome their input on this topic.</p> <p>11. The council discussed various options for the frequency of the billings.</p> <p>12. Nancy Richardson met with Steve Mosena, DHS and Pat Deluhery, GSE and John Baldwin, Department of Corrections, Denise Sturm, DAS and Patti Allen, DAS regarding a uniform message that will go out globally by December, regarding the rates set by the HRE, GSE and ITE Customer Councils. There is discussion about how this information will be given to the customer agencies.</p> <p>13. Nancy Richardson will have a meeting with GSE and ITE chairs on November 19th.</p>
Topics for next meeting:	<ul style="list-style-type: none"> • Make final determination of how many service packages there will be. • Finalization of proposed rates • Continued discussion regarding communicating with department about rates. <p>Future Council meetings</p>
Next meeting:	November 19th in the <i>Grimes South Conference Room</i> at <u>1:30 p.m.</u>
Meeting Adjourned:	The meeting was adjourned at 3:50 p.m. on 11-05-03.